

OCCUPATIONAL THERAPY ASSISTANT

Responsible to: Head of Occupational Therapy
Salary Grade: Band 3

Background

St Catherine's is a small national charity working with children and young people with severe and lifelong speech, language and communication disabilities and associated difficulties. Our residential centre in Ventnor on the Isle of Wight encompasses a specialist school, sixth form, Post 19 provision, intensive speech, language and occupational therapy and residential facilities. Our holistic approach ensures each and every student has access to high quality learning and personal development opportunities relevant to their needs.

Job overview

Due to expansion, St Catherine's is seeking a hard-working and enthusiastic individual to join our busy and energetic team as an Occupational Therapy Assistant, supporting therapists and the wider professional team to develop students' independence, functional and participation skills. The successful applicant will have a basic understanding of Occupational Therapy, good communication skills, a 'can do' attitude and excellent team-working skills. This role will include working with children across our school age range from 9 to 19 years old and within our Post 19 service with adults aged 19-25 years old.

Terms and conditions

This is a full-time post. Starting salary will be £25,760 (Band 3) per annum for 35 hours per week term-time only.

This post is subject to an Enhanced Level Disclosure and Barring Check. In addition, all staff have a responsibility to work within St Catherine's Child Protection Policy, Safeguarding and Data Protection policies. Failure by a member of staff to report actual or reasonably suspected physical, sexual or emotional abuse or neglect of a child may be considered a disciplinary offence.

How to apply

You should submit a completed application form outlining how you meet the person specification and what you would bring to the role. CVs are **not** accepted.

Please contact Tom Evans, Head of Occupational Therapy, on 01983 852722 for an informal discussion about this post. All applications should be sent to the Head of People and Development, St Catherine's, Grove Road, Ventnor, Isle of Wight, PO38 1TT or emailed to recruitment@stcatherines.org.uk **closing date noon Friday 19th June.**

JOB DESCRIPTION FOR OCCUPATIONAL THERAPY ASSISTANT

Job Purpose:

1. To work with students at St Catherine's School, Sixth Form and Post 19 services under direct supervision of an Occupational Therapist and to support the Occupational Therapy Team.
2. To assist the Occupational Therapist in devising and delivering bespoke therapy packages to students, both individually and in small groups.
3. To work collaboratively with education, therapy and care staff to ensure therapy is integrated with the learners' educational and independence curriculums.
4. To support pupils' learning in the community and in care settings, enabling them to improve their sensory, motor and functional independence skills.

Working relationships

1. The students at St Catherine's have barriers to understanding/communication which require excellent communication skills.
2. The post-holder will be required, with support, to communicate simple condition-related and general professional information to learners; parents/carers; health and education professionals; social services; voluntary services; and the public.
3. This will frequently involve negotiation skills; motivating skills; and the use of empathy.

Financial and physical resources

1. To monitor stock levels in own service area and request new equipment as appropriate, being responsible for the security, care and maintenance of resources.

Working conditions

1. To maintain concentration in student therapy for prolonged periods on a daily basis.
2. To be flexible to meet the competing demands of the caseload and to meet changes in timetabling and attendance at school, e.g. class-based working, supporting lunch and break duty etc.
3. To deal with situations of a potentially distressing nature as part of the school/sixth form and Post 19 team.
4. To be involved in frequent moderate physical effort, carrying equipment and facilitating movement of students when applicable.

Duties and Responsibilities

Clinical Practice

1. To deliver and implement interventions to students both individually and in small groups as directed by the Occupational Therapist.
2. To record face to face contacts and any other information relevant to the overall care/management of the students.
3. To liaise with staff and parents as directed by the Occupational Therapist and at liaison meetings.
4. To undertake administration tasks to support the team.
5. To maintain confidentiality of all students.
6. To attend and contribute to staff meetings.
7. To be accountable for own professional actions and recognise own professional boundaries, seeking advice as appropriate.
8. To work within defined departmental and national policies/protocols and professional code of conduct to ensure quality of provision.
9. To safeguard young people and adhere to the school's Child Protection Policy.
10. To work as part of a multi-disciplinary team.
11. To contribute to the School improvement planning including data collection, and supporting effective team working.

Professional development

1. To identify personal/professional development evidenced by personal development plan/professional portfolio developed within an appraisal framework as appropriate to role.
2. To participate actively in clinical supervision.
3. To demonstrate an increasing ability to reflect on practice with peers, supervisors and identify own strengths and development needs alongside an Occupational Therapist.
4. To attend relevant training and development in order to develop skills and knowledge required of an OTA working in the field of paediatric occupational therapy and with specific reference to language and communication difficulties.

Teaching, training and research

1. To participate in departmental audit and research projects.
2. To participate in the development and delivery of training to others in areas of practice related to Occupational Therapy.
3. To explain the role of Occupational Therapy to visitors, students and volunteers.
4. To provide some observation sessions to students on interview placement as part of the therapy team.

Policy and service development

1. To be aware of, and adhere to, national and local policies, particularly with regard to SEN, safeguarding children and other legal frameworks.

2. To adhere to policies and procedures of the school including health and safety and safeguarding.
3. To comment on proposed service/policy developments as appropriate.
4. To participate in innovations in areas of risk management, the setting of quality standards and clinical effectiveness.

Administration, monitoring and auditing

1. To maintain up-to-date and accurate case notes in line with school policy.
2. To share information with others, observing data protection guidelines.
3. To gather activity data accurately and regularly, ensuring the provision of such information promptly in line with St Catherine's guidelines.
4. To organise and prioritise own workload with support in conjunction with the Occupational Therapists, Head of Occupational Therapy and the School Principal.
5. To manage and prioritise a defined caseload with support from the Occupational Therapist.
6. To participate in surveys and audits as necessary in order to meet statutory requirements.
7. To undertake any other duties as may reasonably be required.

General responsibilities for all staff

All staff have a responsibility to work within St Catherine's Child Protection policy. Failure by a member of staff to report actual or reasonably suspected physical, sexual or emotional abuse or neglect of a child may be considered a disciplinary offence.

All staff have a responsibility to maintain the health and safety of themselves and others within the performance of their duties in accordance with the organisation's health and safety policy and to undertake specific health and safety responsibilities as directed.

All staff are expected to support a commitment to equality of opportunity.

All staff are expected to work to St Catherine's policies and procedures and to act as positive role models for children and young people.

As employees, all staff may gain knowledge of a highly confidential nature relating to the private affairs, diagnosis and treatment of students, information affecting members of the public, matters concerning staff and/or details of items under consideration of the charity. Under no circumstances should such information be divulged or passed to any unauthorised person or persons. This includes holding discussions with colleagues concerning learners in situations where the conversation may be overheard. Breaches of confidentiality will result in disciplinary action, which may involve dismissal.

All staff are expected to use their utmost endeavours to promote the interests and reputation of St Catherine's, and any associated body.

This job description is not meant to be exhaustive and will be reviewed with the post holder on a regular basis.

PERSON SPECIFICATION – OCCUPATIONAL THERAPY ASSISTANT

ESSENTIAL	DESIRABLE
<p>Qualifications</p> <ul style="list-style-type: none"> • 5 GCSEs with a minimum grade C/5 or above in English and Maths or equivalent qualifications 	<ul style="list-style-type: none"> • Additional training in occupational therapy (e.g. Zones of Regulation)
<p>Experience</p> <ul style="list-style-type: none"> • Working within a school environment or further education college • Working with young people who have speech, language and communication needs 	<ul style="list-style-type: none"> • Implementing occupational therapy programmes and strategies to support student’s achievement of targets within a classroom setting.
<p>Knowledge</p> <ul style="list-style-type: none"> • A basic understanding of occupational therapy • A willingness to learn about occupational therapy with children and young people • An understanding of safeguarding and how to promote this within the school setting • Good basic IT skills 	<ul style="list-style-type: none"> • Child development • Special educational needs, particularly those related to language and communication including Autistic Spectrum Conditions.
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Good interpersonal and communication skills including observation, listening and empathy • Ability to work closely with others as part of a team • Good organisation and time management skills • Flexibility • Good team working skills • A commitment to promoting and safeguarding the welfare of students • A sympathetic understanding of the aims and ethos of St Catherine’s • A commitment to equality of opportunity 	<ul style="list-style-type: none"> • Creativity • A good sense of humour
<p>Other requirements</p>	<ul style="list-style-type: none"> • Clean driving licence